



**TERMS OF REFERENCE FOR SERVICE PROVIDER  
TO SUPPORT MARKET ACCESS ACTIVITIES FINAL FOLLOW-UP FOR THE WOMEN IN TRADE  
FOR INCLUSIVE AND SUSTAINABLE GROWTH (WIT)**

**Preamble:**

TFO Canada (Trade Facilitation Office Canada), a non-government non-profit organization, is implementing the project **Women in Trade for Sustainable and Inclusive Growth**, funded by Global Affairs Canada, and is seeking a service provider located in **Bangladesh, Indonesia, Vietnam and Jordan** to implement the final follow up to Small and Medium Enterprises (SMEs) that participated in the market access component of the project.

**Background:**

TFO Canada is implementing the project Women in Trade for Inclusive and Sustainable Growth (WIT) in 23 developing countries in Africa, Asia, the Middle East, Latin America, and the Caribbean, a project funded by Global Affairs Canada. Working in partnership with Trade Support Institutions (TSIs), the project will address the main constraints faced by women exporters such as their lack of knowledge, skills, resources, and network to access global trade as well as their low involvement as members and leaders of trade support institutions.

The project is also addressing challenges faced by women exporters who are under-represented and under-served by public and private TSIs, and increasing the number of women from developing countries involved in international trade as exporters and also the share of exports generated by women-led Small and Medium Enterprises (SMEs).

The project is focused on the following sectors: artisan and home decor products, agro-food, Services (animation, software development, video games), cosmetics, Apparel, and Textiles, which present opportunities for employment creation particularly favorable to women. To increase access to Canadian and other international markets for women-led SMEs in these sectors, the project improves the ability to identify and respond to Canadian and other export market demands by organizing Trade missions (exporter missions and buyer missions).

In partnership with Trade Support Institutions in **Bangladesh, Indonesia, Vietnam and Jordan**, TFO Canada organized different Trade Missions for Selected Small and Medium Entreprises (SMES) from 2022 to 2024. The purpose of these trade missions was to support selected SMEs to establish commercial linkages with prospective Canadian and International buyers and to have optimal access to the Canadian and other International markets.

TFO Canada is conducting a final follow-up activity to support the consolidation of potential commercial relationships established during the buyer mission. To this end, TFO Canada is hiring a Service Provider in **Bangladesh, Indonesia, Vietnam and Jordan** to assist the TFO Canada team with the follow-up activity

**Assignment:**

Based on the above background, TFO Canada is looking for a Service Provider that executes the final follow-up activities with the selected SMEs that participated in trade missions in the countries



**Activities and Deliverables:**

| Activities   | Deliverables  |
|--|---|
| #1: Meeting with TFO Canada Project Managers to get familiarized with WIT -market access activities, key project indicators, and organizational requirements.  | no deliverables   |
| #2: introduction to the Selected SMEs that participated in the market access activities. Coordination with TFO Canada staff to send follow-up surveys.   | No deliverables   |
| #3: Collection of data from surveys. Identification of SMEs that reported key actions, and data related to the indicators for the WIT projects. Discussion with the M&E project leader to discuss and validate other potential actions taken by SMEs that could support the indicators. Meeting with identified SMEs to learn more about these potential actions | List of SMEs (template of list will be provided) with detailed information of SMEs and key actions, and data related to the indicators for the WIT projects. List of potential actions implemented by identified SMEs<br><br><i><b>*only full completed survey question will be accepted as a deliverables.</b></i> |
| #4: Discuss findings with the M&E leader and TFO Canada Staff. In case there are further questions or need more information, hold follow-up meetings with SMEs   | Updated list of potential actions with additional information   |
| #5: Prepare the final report following the report template   | Final report of Assignment  |

**Selection Criteria:**

- Minimum of 5 years of work experience in implementing monitoring and evaluation activities, more specifically executing follow-up activities with project beneficiaries in developing countries.
- Experience working with project beneficiaries through a participatory approach
- Ability to communicate in one of the following languages: English, French, Spanish and Portuguese.
- Experience working with surveys, collecting and summarizing data, and using trackers
- Excellent computer application skills, particularly Microsoft Word, and Excel, as well as some experience working with database applications

**Application Process:**

Applications should be in English and include the following documents:

- Letter of interest outlining the experience of the service provider in similar assignments.
- Technical and financial proposal



- Two samples of recent similar work done following up with project beneficiaries

Applications should be made in writing by e-mail no later **than October 24, 2024**, to:  
Program Director Latin America and the Caribbean and Trade Support Services  
TFO Canada  
66 Slater Street, Suite 2100  
Ottawa, Ontario K1P 5H1  
[hr@tfocanada.ca](mailto:hr@tfocanada.ca)

**Note:**

- 1) **Assignment will start no later than 1<sup>st</sup> November 2024 and has to be completed by 30 November 2024.**

Please include '**SERVICE PROVIDER: MARKET ACCESS ACTIVITIES FINAL FOLLOW-UP**' in the subject line. Letters and related documentation will be reviewed at the end of the receiving period.

**Payment:**

Fees will be paid upon completion and approval of each deliverable.  
No national/international travel is envisaged for this assignment.

**Financial Proposal**

The Service Provider should send a financial proposal along with the technical proposal.  
***The financial proposal range is up to CAD \$ 24,200 for four countries (including taxes).***

*Many thanks for your interest in this assignment.*